

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
OFFICE OF THE PREMIER**

- APPLIATIONS** : Applicants can apply using eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/> <https://erecruitment.ecotp.gov.za/> or hand delivery at ECDC Building, Independence Avenue, Bisho. To the attention of Director: Human Resource Admin. & IS.
- CLOSING DATE** : 19 April 2022. Applications Received After Closing Date Will Not Be Considered. No Faxed Applications Will Be Accepted.
- NOTE** : Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) or <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), (Matric certificate must also be attached) ID-document and Driver's license (where applicable). Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

**MANAGEMENT ECHELON**

- POST 12/65** : **DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF. NO: OTP 01/04/2022**  
(Re-Advertisement- Females are encouraged to apply)
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13) all-inclusive package  
: Bisho  
: An NQF 7 Degree in Social Science, Public Administration, Communications and Public Relations as recognized by SAQA with minimum 5 years' experience at a middle managerial level in intergovernmental relations, stakeholder relations, public relations, communication or public administration. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act, and White Paper on Local Government. Skills in Applied Strategic Thinking, Administration, Problem solving, Communication, Client-orientation, Project Management and Coordination/Facilitation of intergovernmental relations, planning cycles of all spheres of government and political dynamics & awareness. A valid driver's license. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory
- DUTIES** : Manage the development, implementation and review of provincial intergovernmental relations strategy, policies and programmes. Manage the revision and review of Provincial Intergovernmental Relations Strategy,

Policies and Programmes. Coordinate the roll out of the Provincial IGR strategy to local level. E.g. Districts, Metros and local municipalities. Coordinate the Premier's Coordinating Forum (PCF) on a quarterly basis in compliance with the IGR Framework Act of 2005. Facilitate the development and the submission of reports as per the agenda of the Presidential Coordinating Council and Forum of the South African Director Generals (FOSAD) and prepare the required documentation for the PCC and FOSAD. Coordinate the establishment of Inter-Governmental Relations Structures in the province. Monitor and evaluate the functionality of IGR structures in the province, identify and escalate unresolved issues to the agenda of the PCF (MUNIMEC, DIMAFO and Local IGR Forums). Provide support to intergovernmental service delivery initiatives: Facilitate the submission of service delivery reports to enable oversight. Coordinate the meetings with stakeholders such as sector departments, state entities and municipalities to evaluate progress on service delivery initiatives and interventions. Facilitate the participation of all relevant stakeholders in service delivery initiatives. Provide coordination support to national and provincial calendar programmes and other initiatives. Manage the provision of support to IGR structures: Develop and implement training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels). Manage the participation and contribution by national, provincial departments and state entities in local IDPs through effective ward-based planning Integrated Service Delivery Model (ISDM). Coordinate the organisation of the EXCO Outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Manage the participation by national, provincial government departments and State Entities (ESKOM) in local IGR structures and report defaults thereof. Coordinate the provincial IGR Forum to facilitate integrated planning between national and provincial departments and all local municipalities. Manage area of responsibility: Review Intergovernmental Relations performance and make recommendations to improve the efficiency and effectiveness. Report on Intergovernmental Relations information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Intergovernmental Relations. Develop and implement service delivery improvement programmes. Ensure that performance agreements and development plans are developed and implemented for all staff in the Intergovernmental Relations within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

#### **OTHER POSTS**

**POST 12/66** : **SENIOR STATE LAW ADVISOR: SPECIALIZED LITIGATION UNIT (LP8)**  
**REF.NO: OTP 02/04/2022 (03 POSTS)**  
(Fixed Term Contract of 12 Months)

**SALARY** : R997 764.per annum (OSD)  
**CENTRE** : KWT  
**REQUIREMENTS** : National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years' appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Medico-legal experience will be an added advantage.

- DUTIES** : KPA's: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors' forums. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility
- ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
- POST 12/67** : **STATE LAW ADVISOR: SPECIALIZED LITIGATION UNIT (LP7) REF.NO: OTP 03/04/2022, (X 02 POSTS)**  
(Fixed Term Contract of 12 Months)
- SALARY CENTRE REQUIREMENTS** : R774 660. per annum(OSD) LP7  
: KWT  
: National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 5 years' appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Medico-legal experience will be an added advantage.
- DUTIES** : Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors' forums. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Assist in the review of the Specialised Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation

		Unit's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/68</u></b>	:	<b><u>DEPUTY DIRECTOR INTEGRATED STRATEGY &amp; PLANNING (ECONOMIC DEV. CLUSTER) REF. NO: OTP 04/04/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R882 042. per annum (Level 12) All-inclusive package KWT Senior Certificate, An NQF Level 7 B. Degree as recognised by SAQA in Public Administration/Management or related qualification in Social Science/Humanities/Economics with a minimum of 3 years working experience at an Assistant Director in development planning in the public service. Knowledge: Legislative framework and relevant government procedures, Policy analysis, policy development and policy implementation and review processes, Strategy development, strategy management as well as strategy monitoring and review processes, Monitoring and Evaluation processes, National Development Plan, Eastern Cape Provincial Development Plan, Government Cluster System, priorities and outcomes approach, Government planning cycle & Systems of governance and administration. Managerial competencies: Strategic Capability and Leadership, Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management
<b><u>DUTIES</u></b>	:	Development of the integrated provincial medium and long term strategic plans and guide the implementation thereof: Develop and review the Provincial Development Plan (PDP) to guide long term planning in the province. Develop and review the five (5) year implementation plan informed by global, continental, national and local sphere plans and frameworks. Collaborate with different spheres of government for the development of provincial and local plans, including the five (5) year implementation plan so as to promote alignment. Coordinate the implementation of POA through the Cluster system. Coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Develop the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Coordinate sectoral macro planning and the adequate resourcing for the implementation thereof. Coordinate the development of provincial short term strategic plans and guide the implementation thereof: Coordinate and guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and compliance to planning frameworks. Coordinate and support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Manage the analysis of provincial and local plans. Draft the analysis of departmental plans for alignment to provincial and sectoral priorities as well as the relevant frameworks. Draft the analysis of IDPs to ensure alignment with government priorities and sectoral plans. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/69</u></b>	:	<b><u>DEPUTY DIRECTOR: VETTING SERVICES REF NO OTP 08/04/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042. per annum (Level 12) Bisho National Senior Certificate, an NQF Level 7 (Degree/Advanced Diploma) as recognised by SAQA in Social Sciences (Psychology) or Police Science or Military Science. Vetting Investigations Training/NIA Security Training will be

an added advantage. Minimum 5 years' experience or more within the Counter Intelligence or Crime Intelligence –strictly Personnel Security Vetting Fieldwork environment and of which three (3) years must have been at an Assistant Director Level. Knowledge of All the legislation pertaining to Anti-corruption (Corrupt Activities Act; Financial Intelligence Act; Protected Disclosures Act; Promotion Access to Information Act; Promotion of Administrative Justice Act; Prevention of Organised Crime Act), Constitution of RSA, MISS, NSIA & MPSS. Must have a drivers licence. An applicant is required to have Analytical Thinking skills, interviewing & listening skills.

**DUTIES**

: Manage and coordinate the development and implementation of provincial policy on vetting services in provincial departments: Facilitate the identification and development of vetting strategies and procedures in provincial departments. Monitor the implementation of developed vetting strategies and procedures in provincial departments. Provide guidance, advice and support to departments on the implementation of Vetting Services strategies and procedures. Monitor the vetting status of provincial departments and ensure quarterly reports are provided. Monitor and evaluate the implementation of the provincial vetting services programmes: Conduct Vetting services for provincial departmental staff to reduce security risks, compile and provide reports with findings and recommendations to departments. Identify and advise departments on vetting risks and threats. Monitor the implementation of mitigation measures of risks and threats and advise Management. Ensure that there is alignment between vetting status report with that of the State Security Agency for compilation of quarterly reports. Evaluate the effectiveness of vetting measures and procedures in provincial departments and facilitate the implementation of improvements. Coordinate and monitor activities that promote correct practices in security vetting: Ensure that correct and best practices in personnel security vetting in all provincial departments. Coordinate research and assist in developing promotional material for awareness programmes for vetting. Coordinate Security Vetting awareness workshops in departments. Liaise with Security Managers in Provincial departments to ensure that all newly recruited employees are duly vetted immediately. Liaise with stakeholders (SAPS & SSA) with regards to integrity checks of all personnel. Manage area of responsibility.

**ENQUIRIES**

: Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/70**

: **INVESTIGATOR: SPECIALIZED LITIGATION UNIT REF NO: OTP 05/04/2022**  
(Fixed Term Contract of 12 Months)

**SALARY CENTRE REQUIREMENTS**

: R744 255 per annum (Level 11) All-inclusive package  
: KWT  
: National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate in Commerce/Financial Accounting/Financial Management/Criminal Law coupled with a minimum of 8 years' experience in forensic/law enforcement/criminal law environment of which three (3) years must be at an Assistant Director level. Registered with a Professional Association or Body. Skills and competencies: Theory and practice of conducting investigations. Knowledge and application of applicable Public Sector Legislation, Public Finance Management Act, Depth knowledge of investigation legislation. Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication Skills.

**DUTIE**

: Provide investigative support to the Office of the Premier: Render support in identifying, managing and facilitating the investigation of medico-legal claims reported to or identified by the Office of the Premier/Department of Health. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct investigations and liaise with Provincial Treasury, the Special Investigating Unit and the Directorate of Priority Crimes (Hawks). Prepare affidavits and evidence files and testify in civil and criminal cases. Manage area of responsibility: Maintain

		high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/71</u></b>	:	<b><u>DEPUTY DIRECTOR: MARKETING &amp; BRANDING REF NO: OTP 06/04/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11) all-inclusive package
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENT</u></b>	:	A National Senior Certificate, NQF Level 7 Degree/Advanced Diploma as recognised by SAQA in Branding / Marketing / Advertising / Public Relations or any related field of study. Minimum of three (3) years' experience as Assistant Director in related field. Knowledge of Communication Strategies and Public Relations, Knowledge of Communications Research, Knowledge of Government systems, In depth knowledge of writing and editing. Skills Require: Applied Strategic Thinking, Applying Technology, Budgeting and, Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Problem Solving and Decision Making, Project Management, Team Leadership.
<b><u>DUTIES</u></b>	:	Implement the provincial marketing and branding strategy: Implement the marketing and branding strategy and policy to appeal to various targets, Implement publicity and awareness campaigns to profile the Eastern Cape provincial government as a brand, Implement marketing strategy to position EC Province as a preferred destination for trade, investment and tourism, Implement creative marketing campaigns to strengthen brand eastern cape national and internationally, Implement policies and systems for marketing and Branding of the Eastern Cape. Implement the branding protocols and the supply branding materials to all provincial and special programs: Render support in producing Provincial branding material in line with branding manual as well as Branding Protocols in the Province, Provide marketing and branding support to Premier's programs; Provincial government programs, institutionalized days and ad hoc marketing activities, Provide support to the Director with monitoring of the application of Provincial Corporate Identity, Monitor application of Provincial Corporate Identity. Identify structures, platforms, and partnerships to effectively communicate the programs of government: Identify and utilize marketing and branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government, Assist with the preparation for all interactions and consultations with key role players to drive the marketing and branding of the Eastern Cape Province, Implement measures to evaluate the marketing and branding strategy impact to the brand equity, Establish functional partnerships with government and private research institutions in order to extract and review research data, Assist the Director with any aspect of research or fact-finding studies undertaken by government and private research institutions. support provincial departments and municipalities in communicating the vision and policies of government to the public: support provincial departments and municipalities in communicating the vision and policies of government to the public: guide departments on the marketing and branding of the provincial Government and Brand EC, Monitor application of the corporate identity of Provincial Government, Stay abreast of changes in the environment and implement adjusted marketing strategy, Provide guidance on the alignment of sub-brands. manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all

subordinates, ensure management, maintenance and safekeeping of assets, Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

Can Be Directed To: Ms. N. Mafu at Tel NO: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**ENQUIRIES**

**POST 12/72** : **BRANCH COORDINATOR / OFFICE MANAGER OFFICE OF THE DDG:**  
**REF NO OTP 07/04/2022**

Institutional Sup. Dev. & IM

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R744 255.per annum (Level 11) all-inclusive package

: Bisho

: A National Senior Certificate, an NQF level 7 Degree/Advanced Diploma in Finance / Human Resources / Project Management / Business Studies / Public Administration or Management. Minimum three (3) years' experience at Assistant Director Level preferably rendering support services to Senior Manager. Ability to communicate with people at different levels and from different backgrounds with tact and discretion. Good Report writing and telephone etiquette. Computer Literacy. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Self-Management, motivation and knowledge of financial administration.

**DUTIES**

: Perform administrative activities and co-ordinate the DDG's program according to operational needs, policies and procedures: Scrutinize documents to determine actions/information/documents required; Collect and compile information about issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the DDG and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Co-ordinate, follow-up and compile reports of a transverse nature for the DDG and advise/sensitize the DDG on reports to be submitted (for example by Components etc.); Co-ordinate the performance agreements/ assessments and financial disclosures with regard to SMS in the relevant branch. Liaise with relevant stakeholders to ensure integration of programmes, Coordinate parliamentary enquiries. Provide general support services in the office of the DDG: Set up and maintain systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the Office; Manage the engagements of the DDG. Provide financial and other support activities to the DDG to ensure adherence to protocols, policies and procedures: Determine and collate information about the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the DDG about possible over- and under spending, Identify the need to move funds between items compile submissions for this purpose, Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders; Execute research, analyze information and compile complex documents for the DDG; Source information and compile memoranda as required; Draft responses for submission to internal and external stakeholders. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management , maintenance and safekeeping of assets, Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility

**ENQUIRIES**

: Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/73** : **DEPUTY DIRECTOR: ICT SOLUTION ARCHITECT REF. NO: OTP .09/04/202**  
(Re-Advertisement)

**SALARY** : R744 255. per annum (Level 11) all-inclusive package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, NQF Level 7 IT-related Degree or B.Tech recognised by SAQA ,with minimum of 3-5 years' experience in Planning, Designing, architecting, and/or Implementing (Project-Management) ICT Technical Solutions at an Assistant Director Level. The following Professional qualifications will be an added advantage: ITIL® 4 Specialist: Drive Stakeholder Value Certification and Microsoft Certified: Power Platform Solution Architect Expert. (Microsoft-accredited International certificate only). The preferred candidate without these professional qualification(s) will be subjected to the qualifying exam(s) and will be expected to achieve the professional qualification(s) within their probation period. Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Active Listening and Learning, Analytical/Critical thinking, Writing, Speaking. Personal Attributes: Confidentiality, Performance Driven, and Attention to detail. A valid driver's license.

**DUTIES** : ICT Architecture Management: Develop representation of the technical building blocks that make up the Department and their inter-relationships as well as the principles guiding their ICT design; Establish and maintain a common technology architecture; Define requirements for taxonomy, standards, guidelines, procedures, templates and tools, and provide a linkage for these components; Improve alignment, increase agility, improve quality of information and generate potential cost savings through initiatives such as re-use of building block components. Project Management: Establish and maintain a formal, approved integrated project plan framework; Eliminate or minimise specific risk associated with programmes and/or projects; Measure project performance against key project performance criteria; Manage project work packages by placing formal requirements on authorising and accepting work packages, and assigning and co-ordinating appropriate business and IT resources; at the end of each project, release or iteration, require the project stakeholders to ascertain whether the project, release or iteration delivered the planned results and value. Requirements Definition: Based on the business case, identify, prioritise, specify and agree on business information, functional, technical and control requirements; Perform a feasibility study of potential alternative solutions; Identify, document, prioritise and mitigate functional, technical and information processing-related risk; Co-ordinate feedback from affected stakeholders and, at predetermined key stages. Solutions Management: Develop, document high-level designs and elaborate detailed designs progressively using agreed-on and appropriate phased or rapid agile development techniques; Procure solution components based on the acquisition plan in accordance with requirements and detailed designs; Install and configure solutions and integrate with business process activities; Establish a test plan and required environments to test the individual and integrated solution components; Track the status of individual requirements throughout the project life cycle. Change-Acceptance Management: Establish an implementation plan; Prepare for business process, IT service data and infrastructure migration; Promote the accepted solution to the business and operations; Provide early support to the users and IT operations; Conduct a post-implementation review to confirm outcome and results. Knowledge Management: Devise and implement a scheme to nurture and facilitate a knowledge-sharing culture; Identify, validate and classify diverse sources of internal and external information required to enable effective use and operation of business processes and IT services; Organise information based on classification criteria; Propagate available knowledge resources to relevant stakeholders; Measure the use and evaluate the currency and relevance of information - retiring obsolete information.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993



**POST 12/74** : **ASSISTANT DIRECTOR: USER SUPPORT REF NO: OTP 10/04/2022**  
(Re-Advertisement)

**SALARY** : R382 245.per annum (Level 09)

**CENTRE** : Bhishe

**REQUIREMENTS** : An NQF level 7 IT-related Advanced Diploma/degree with 5 years' professional experience. A minimum of three (3) years should be in IT Service Management managing technical staff. Professional qualifications: Required - ITIL V3 Practitioner is a minimum requirement. The following Professional qualifications will be an added advantage - Microsoft Course 10965 (or later) IT Service Management with System Center Service Manager, ITIL V4 Managing Professional. The preferred candidate without these advantageous professional qualification(s) will be subjected to the qualifying exam(s) and will be expected to achieve the professional qualification(s) within their probation period Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Project Management, People Management, Planning and Execution, Interpersonal Relations, Analytical Thinking Good Communication Skills, Computer Literate. Personal Attributes: Communication and Information Management, Manage interpersonal conflict and resolving problems, Planning and Organizing, Problem Solving and Decision Making, Developing Others and Continuous Improvement.

**DUTIES** : Establish a Service Desk function: To register, communicate, dispatch, and analyses all calls, reported incidents, service requests and information demands. Monitoring and escalation procedures based on agreed-upon service levels relative to the appropriate SLA allowing classification and prioritization of any reported issue as an incident, service request or information request. Measure end users' satisfaction with the quality of the service desk and IT services. Operate an electronic system tool to allow logging and tracking of calls, incidents, service requests and information needs, that integrates incident management, problem management, change management, capacity management and availability management. Classify incidents according to a business and service priority and routed to the appropriate problem management team, where necessary. Keep customers informed of the status of their queries. Establish service desk procedures, so incidents that cannot be resolved immediately are appropriately escalated according to limits defined in the SLA and, if appropriate, workarounds are provided. Establish procedures for the timely monitoring of clearance of customer queries, that; ensures that the service desk records the resolution steps, confirms that the action taken has been agreed to by the customer, records and reports unresolved incidents (known errors and workarounds) to provide information for proper problem management. Produce reports of service desk activity to enable management to measure service performance and service response times and to identify trends or recurring problems, so service can be continually improved. Maintain the Service Desk function: Provide an IT service desk as a single point of contact -1st & 2nd Level (break-fix) and support for distribution, installation, operations, and troubleshooting in a distributed computing environment such as IT services. Ensure IT support cases are resolved on time and completed or escalate to 3rd Level where required. Provide high level technical solutions and support services to end users. Assign work to technical staff to ensure timely and effective response to user needs. Implement and maintain an ICT assets management system: Maintain an up-to-date and accurate record of all IT assets required to deliver services and ensure alignment with configuration management and financial management. Identify assets that are critical in providing service capability and take steps to maximize their reliability and availability to support business needs. Manage assets from procurement to disposal to ensure that assets are utilized as effectively and efficiently as possible and are accounted for and physically protected. Regularly review the overall asset base to identify ways to optimize costs and maintain alignment with business needs. Manage software licenses so that the optimal number of licenses is maintained to support business requirements and the number of licenses owned is sufficient to cover the installed software in use. Manage customer relations: Implement and monitor end user experience on IT services and support rendered. Gather monthly end user feedback through helpdesk reports, survey and interviews and conducts half-yearly survey. Follow-up on support issues with dissatisfied customers to ensure that problems are resolved. Manage the allocated

resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/75** : **ASSISTANT DIRECTOR: APPLICATIONS ADMINISTRATOR REF.NO: OTP 11/04/2022**  
(Re-Advertisement)

**SALARY** : R382 245.per annum (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A national senior certificate, an NQF level 7 (advanced diploma/degree), as recognised by SAQA in IT-related qualification with 5 years, or more, professional experience. A minimum of two (3) years' experience should be in ICT Server and/or Server-cloud administration. The following Professional qualification is advantageous: Microsoft 365 Certified: Enterprise Administrator Expert. Microsoft-accredited international certificate only. The preferred candidate without the advantageous profession qualification will be subjected to the qualifying exam and will be expected to achieve the required professional qualification, or the equivalent qualification should the stated qualification no longer be offered, within their probation period. Key Competencies: Problem Analysis, Self-Management, Technical Proficiency. Skills: Reading comprehension, Analytical/Critical thinking, Complex Problem Solving. Personal Attributes: Attention to detail, Performance Driven, and Confidentiality

**DUTIES** : Design and implement Microsoft 365 services: Plan architecture; Deploy a Microsoft 365 tenant; Manage Microsoft 365 subscription and tenant health; Plan migration of users and data. Manage user identity and roles: Design identity strategy; Plan identity synchronization Design directory synchronization; Manage identity synchronization with Azure Active Directory (Azure AD); Manage Azure AD identities; Manage roles. Manage access and authentication: Manage authentication; Plan and implement secure access; Configure application access. Plan Microsoft Office 365 workloads and applications: Plan for Microsoft 365 Apps deployment; Plan for messaging deployments; Plan for Microsoft SharePoint Online and OneDrive for Business; Plan for Microsoft Teams infrastructure; Plan Microsoft Power Platform integration. Implement modern device services: Plan device management; Manage device compliance; Plan for apps; Plan Windows 10 deployment; Enroll devices. Implement Microsoft 365 security and threat management: Manage security reports and alerts; Plan and implement threat protection with Microsoft 365 Defender; Plan Microsoft Defender for Cloud Apps. Manage Microsoft 365 governance and compliance: Plan for compliance requirements; Manage information governance; Implement Information protection; Plan and implement data loss prevention (DLP); Manage search and investigation. Manage The Allocated Resources.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/76** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO OTP 12/04/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Bisho  
**REQUIREMENTS** : A national Senior Certificate and NQF level 7 degree/advanced Diploma in Supply Chain Management / Procurement / Logistics or any other related field

with 3-5 years working experience as a Procurement Officer in a financial management environment. Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPFA , BBEE, National Treasury Regulations, Supply Chain Management Practices and Policies & Risk Management Policies and Practices, Financial Accounting, Budget preparation, Bid Administration & Procurement. Skills Required are Project Management skills, Good Interpersonal Relations skills, Planning and organising skills, People Management skills & Good verbal and written communication skills.

**DUTIES** : Implement the acquisition management services: Assist in the development of acquisition management policies, processes and procedures. Implement the acquisition management activities by ensuring compliance to SCM prescripts. Setup of the Bid Evaluation, Bid Adjudication, Quotations Committee. Implement the bidding process : Render secretariat services to the , Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Publish tender invitations. Receive and open bid documents. Evaluate and adjudicate bids / quotations. Support the functional operation of the sub directorate: supply chain management (acquisition management): Support the design and development of acquisition management policies processes and procedures. Render assistance to the execution of the acquisition management plan. Sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage area of responsibility.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/77** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: OTP 13/04/2022**  
The purpose of the post is to: To supervise and execute internal audit assurance and consultancy engagement to support the implementation of the approved Internal Audit Operational Plan, providing assurance on Governance, Risk management and control processes in accordance with IIA Standards and Legislative framework.

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Bisho  
**REQUIREMENTS** : A national senior certificate, an NQF level 7 qualification certificate (Advanced Diploma/B Degree/B Tech) as recognised by SAQA in Internal Audit coupled with at least four (4) years Performance Audit working experience which include at least two (2) years' supervisory experience. Certified Internal Auditor will be an advantage. Membership of the Institute of Internal Auditors South Africa (IIA). Computer literacy that would include a good working knowledge of Microsoft Office products. Computer literacy in TeamMate or ACL will be an advantage. Knowledge of various typres of audits and assisting the organization to achieve efficiency, effectiveness and economic use of resources. Knowledge of Internal audit procedures and systems. Knowledge of principles & applications of good corporate governance, business and operational risk and control processes and procedures. Knowledge of SA Public Service & Labour Legislation including Public Service Act, LRA, OHS Act, King Report. Knowledge of Standards for the Professional practice of Internal Auditing and the Code of Ethics developed by Institute of Internal auditors (IIA). Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Management Information Systems terminology, concepts & practices. Knowledge of Financial and Technical report writing. Problem solving ability/skills. People Management & empowerment. Presentation skills. Customer relationship management skills. Monitoring & Evaluation techniques. Project management skills. Analytical thinking. Attention to detail. Honesty and integrity. Customer focus. Team player. Professionalism.

**DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Supervise and participate in the development of strategic internal audit plans: Identify the key risk areas emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based on audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the Chief Audit Executive (CAE) in

maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls / objectives, to determine their effectiveness and efficiency through internal audits: Prepare notification letters, engagement letter and audit project plan. Prepare the risk and control matrix to identify risks, controls and system/process weaknesses or gaps, and advice on remedial actions. Develop the engagement work program and approval of the audit program from the CAE before execution. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit report for each engagement. Monitor progress on the implementation of agreed upon action plans and prepare a findings analysis report. Review, collect information and compile reports to the CAE and Audit manager: Compile monthly progress reports. Compile and present Annual and Quarterly reports to the CAE and audit team. Keep up to date with new developments in the internal audit environment: Study professional journals and publications to ensure that cognisance is taken of new developments. Continuously monitor and study the relevant industry, legislative changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as required / prescribed. Supervise employees to ensure an effective internal audit service: General supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates (Auditors). Advise and lead subordinates regarding all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that all subordinates are trained and developed to enable them to deliver work efficiently and effectively of the required standard. Provide inputs for the enhancement of the audit methodologies and technologies.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/78** : **ASSISTANT DIRECTOR: DISTRICT COORDINATION REF NO. OTP 14/04/2022, (X 04 POSTS)**

**SALARY CENTRE** : R382 245.per Annum (Level 09)  
: Bisho

**REQUIREMENTS** : A National Senior Certificate. An NQF level 7 Degree/Advanced Diploma in the areas of Public Management/Administration/Development Management and or Social Sciences with minimum of three (3) to five (5) years working experience in public service or community development work or coordination environment or any related field. Knowledge of strategy development, management, and monitoring, Knowledge of modern systems of governance and administration, Knowledge of legislative framework and government procedures on public finance, human resource management, transformation, Knowledge of the policies of government of the day, Knowledge of global, regional and local political economic and social affairs impacting on the provincial government, Sound knowledge of PFMA, Governance planning framework, Government Planning Cycle (MTEF and Strategic Planning). Valid Code 8 Drivers Licence; Skills required: Planning and Organizing, Problem Solving and Decision-Making, Report writing, project/programme management and Team Leadership.

**DUTIES** : Provide support in monitoring and verifying the implementation of provincial priority service delivery programs: Support the verification of project delivery in government departments and municipalities, render assistance in monitoring the implementation of commitments made during SOPA, SONA and Public participation programmes and Develop project reports for presentation in IGR structures for advice and action recommendations. Support The Facilitation of the Strengthening of Institutions for Improved Service Delivery: Facilitate the provision of feedback to management on identified service delivery priorities; Monitor and report on institutions service delivery environment. Facilitate the implementation of improvement plans developed by institutions as informed by FSD findings and Monitor progress: Conduct assessment on the functionality of war room, provide feedback on issues resolved by war rooms in appropriate IGR war rooms. Facilitate the resolution of service delivery complaints: Investigate stakeholders concerns and refer them to relevant departments/Entities and affected stakeholders, prepare service delivery reports, escalate long standing unresolved issues to provincial management and other relevant stakeholders. Plan and prepare for stakeholder feedback

sessions. Report writing: On-time submission of performance and summative reports for decision making and Portfolio of Evidence

**POST 12/79** : **PERSONAL ASSISTANT: CHIEF DIRECTOR: PROVINCIAL COMMUNICATIONS REF NO. OTP 15/04/2022.**

This post is earmarked for a person with disability

**SALARY** : R261 372.per annum (Level 07)

**CENTRE** : Bisho

**REQUIREMENT** : National Senior Certificate and an NQF level 6 Diploma certificate in Public Admin or Management/ Office Management/ Secretarial Diploma qualification as recognized by the SAQA. Microsoft Office suite literacy at intermediate level. Minimum of 2-3 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. Knowledge and Skills: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, Administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Key competencies: Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork. A Driver's license will be an added advantage

**DUTIES** : provides a secretarial/receptionist support service to the chief director. Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the Chief Director. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. Provides support to manager regarding meetings Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports the chief director with the administration of the cd's office budget Collect and coordinate all the documents that relate to the Chief Director's Office budget. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remain up to date with regard to the prescripts/policies

and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager. Impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols.

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/80** : **PROTOCOL OFFICER REF NO: OTP 16/04/2022**  
This Post Is Earmarked For A Person With Disability

**SALARY** : R261 372. per annum (Level 07)  
**CENTRE** : Bisho  
**REQUIREMENT** : A National Senior Certificate. A National Senior Certificate, an NQF Level 6 Diploma certificate in studies relating to IGR, Public Administration and protocol services as recognized by SAQA. Minimum of 2 to (3) years working experience in Protocol field. Knowledge of modern systems of governance and administration: Advanced knowledge of public communication, Knowledge of the policies of the government of the day, Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Skills: Strong conceptual and formulation skills, Strong interpersonal skills, Excellent verbal and written communication skills, Outstanding planning, organizing and people management skills, Computer literacy skills.

**DUTIES** : provide protocol services to state functions and events: Establish necessary procedures for receiving VIPs during an event, Render protocol services to Presidency, Ministers, Deputy Ministers, Premier, Members of the Executive Council, Executive Mayors of District Municipalities and Metros, Kings/Queens and Other Stakeholders, Coordinate briefing sessions for Principals. provide advisory and consulting services related to protocol matters: Hanging of Official Photographs, Placement of National Symbols, ensure that Order of Precedence is adhered to when crafting a program, ensure that Rubrics is adhered to when crafting Seating Plan. Participate in planning of events: Participate in plenary meetings, Develop protocol plan which entails the following: Application to host the event, Invitations and guest list, Programme, holding rooms, Seating Plan, Accreditation and categories, Venue of the meeting, Floor Plan, National Symbols, Ushering, Media Schedule, Sign Language Interpreters, Develop Order of Proceedings for Principals during events, Maintain Provincial Guest List. Provide support in the preparation for protocol training assist: in the coordination processes of the Protocol Forum, assist in the preparations for Protocol Training, develop presentations for Protocol Training. Manage area of responsibility: Review work area's performance and make recommendations to improve the efficiency and effectiveness, Report on the work area's information as required by internal and external stakeholders

**ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

**POST 12/81** : **LITIGATION SECRETARY: SPECIALIZED LITIGATION UNIT REF NO. OTP 17/04/2022**  
(Fixed Term Contract of 12 Months)

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : KWT  
**REQUIREMENTS** : Senior Certificate, an NQF level 6 Qualification Certificate in Public Admin or Management/ Office Management or Secretarial National Diploma with 1-2 years' experience within litigation environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

**DUTIES** : Provide a secretarial/receptionist support service to the Unit. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the Unit. Render an administrative support service to the Unit. Manage the travel arrangements and claims for the Unit. Provide support with the administration of the budget. Provide support to the Unit during meetings.

		Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/82</u></b>	:	<b><u>INVESTIGATOR: VETTING SERVICES REF NO: OTP 18/04/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372.per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bisho
<b><u>REQUIREMENT</u></b>	:	A National Senior Certificate, an NQF Level 6 degree/diploma in Social Sciences and any related areas with a minimum 2-3 years in Security vetting or any related experience. Advanced knowledge of SVIS system, Basic Vetting Course is compulsory. Skills required: analysis, conflict management, listening & interviewing skills and be Computer literate. Certified driver's license
<b><u>DUTIES</u></b>	:	Conduct quality, confidential, secret and top secret investigations: Formulate investigation objectives and action plans, Issue security clearance form (Z204) to officials, submit completed Z204 forms to SSA. Maintain the security clearance database: Correct capturing of data on the system and system update, Record keeping of the security clearance and vetting data and ensure the effective safeguarding thereof. Communicate with stakeholders (SAPS and SSA) regarding the integrity check of personnel. Creating awareness on information security: Developing promotional material for awareness programmes Organisation of information and vetting workshops in all district municipalities & Metros within the Eastern Cape Establish the integrity checking capacity: Liaise with HR management division on the integrity or record check of employees, Identify employees who are working in strategic areas and who are exposed to potential high risk of leakage of information, Compile departmental vetting status report. Administer vetting files & reports.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/83</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER: LOGISTICS &amp; INVENTORY REF NO. OTP 19/04/2022</u></b>
<b><u>SALARY</u></b>	:	R261 372.per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A national Senior Certificate and NQF level 6 Diploma in Commerce / Supply Chain Management / Procurement / Logistics or any other related field with a minimum of 2-3 years working experience in an asset management or logistics environment. Be a good communicator. Drivers licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Render support in facilitating the requisitioning, receipting and issuing of stores items: Prepare store items requisition memorandum that need to be replenished and submit to Director Supply Chain & Asset management for approval. Draft a budget memorandum for approval by Chief Director: Financial Management and ensure the alignment with sectional budget. Render assistant in maintaining appropriate inventory stock levels: Analyse inventory levels and ensure that request to replenish is initiated. Prepare reports indicating procurement and adjust reorder levels when placing the order for all the inventory items. Render support in recording and updating of bin cards: Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Confirm that bin card, physical stock and LOGIS system reconciles on a daily basis. Perform a monthly, quarterly, bi-annually stock count: Conduct physical count process for the Inventory Unit on a continuous basis. Perform regular checks on all items that are on issue voucher. Compare stock count with official records. Identify outdated, unserviceable, redundant and obsolete stock.
<b><u>ENQUIRIES</u></b>	:	Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
<b><u>POST 12/84</u></b>	:	<b><u>FILLING CLERKS: SPECIALIZED LITIGATION UNIT REF NO: OTP 20/04/2022 (X 02 POSTS)</u></b> (Fixed Term Contract of 12 Months) These Posts Are Earmarked For Persons with Disability
<b><u>SALARY</u></b>	:	R176 310.per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bhisho

- REQUIREMENTS** : NQF Level 4, knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS)
- DUTIES** : Render an effective filing and record management service. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to client's enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
- ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
- POST 12/85** : **MESSENGER: SPECIALIZED LITIGATION UNIT REF NO. OTP 21/04/2022**  
(Fixed Term Contract of 12 Months)
- SALARY CENTRE REQUIREMENTS** : R104 073.per annum (Level 02)  
: KWT  
: ABET Level 4 or NQF Level 1-3 must have a Junior Certificate or equivalent qualification with no experience. Knowledge of the performance of messenger and delivery related functions. The performance of driver related functions. Must have a valid Code 8 driver's licence and PDP. Ability to work under pressure. Time management skills. Flexibility to work irregular hours. The successful candidate will be required to obtain a Secret Security Clearance.
- DUTIES** : Perform messenger/driving duties. Sorting and registering of mail. Collect, parcels, documentation, and deliver specified persons designations. Ensure proper control of the movement of documents and face value documents. Making of copies of documents. Collect office consumables. Drive departmental officials, clients and visitors as may be requested. Transport mail and documents for distribution. Complete transport schedule regarding trips travelled. Support the security profile of office. Support registry related activities. Computer literacy. Good communication and customer related skills. Maintain accurate filing system. Perform general administrative and record keeping tasks.
- ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993
- POST 12/86** : **PROVISIONING CLERK: ASSET MANAGEMENT & LOGISTICS REF NO. OTP 22/04/2022**  
This Post Is Earmarked For a Person with Disability
- SALARY CENTRE REQUIREMENTS** : R176 310. per annum (Level 05)  
: KWT  
: A National Senior Certificate or Equivalent qualification. No experience required.
- DUTIES** : Assist with the implementation of policies and procedures to minimise risks of losses and promotion of effective management of departmental assets, Maintain and update departmental asset register daily. Perform stock counting, verification and evaluation of departmental assets. Ensure marking and bar-coding of all new assets in the Department. Perform asset reconciliation with accounting systems. Identify and report redundant, broken obsolete assets that are due for disposal. Ensure vehicles are in good condition and serviced regularly. Allocate vehicles to staff accurately according to the logbook. Ensure vehicles are in good condition and serviced regularly. Allocate vehicles to staff accurately according to the logbook
- ENQUIRIES** : Can Be Directed To: Ms. N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at 076 7836993

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : **Head Office:** King Williams Town Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or Post To The Director: HRA: Social Development,



Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at Tel No: 043 605-5101 or Ms A Njaba Tel No: 043 605-5110.

**Chris Hani:** The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebdon Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at Tel No: (045) 808-3709

**Joe Gqgabi:** The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 or Ms P tsuputse at Tel No: 051 633-1609.

**CLOSING DATE**  
**NOTE**

: 19 April 2022  
: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

**MANAGEMENT ECHELON**

**POST 12/87**

: **DISTRICT DIRECTOR: CHRIS HANI REF NO: DSD 01/04/2022**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 073 187.per annum (level 13)  
: Provincial Office: Queenstown  
: National Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development or Public Administration with at least 5 years proven managerial (MMS) experience. Sound Knowledge of Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.

**DUTIES**

: Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the Chris Hani District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA and the MEC'S Policy Speech. To ensure the

institutionalization and establishment of an operational organizational performance information management systems and practices in the department.

**ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110

#### **OTHER POSTS**

**POST 12/88** : **SOCIAL WORK MANAGER GRADE 1 REF NO: DSD 02/04/2022**

**SALARY** : R806 811 per annum  
**CENTRE** : Joe Gqabi: Maletswai OSC  
**REQUIREMENTS** : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/ current year). A valid South African driver's license is a prerequisite. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Expert knowledge of the Victim Support Services Policy (2019), National Strategic Plan on Gender Based Violence and Femicide (2020-2030), Prevention and Combating of Trafficking in Persons Act 7 of 2013, Domestic Violence Act 16 of 1998, Convention on the Elimination of Discrimination against Women, Children's Act, 2005, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008, Mental Health Act, 2002 and Restorative Justice Process. An understanding of child and youth care systems, inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law, Strategic planning skills. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills.

**DUTIES** : Provide strategic leadership to the Centre through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Develop and strengthen relationships with the NGO and Government sectors within the Criminal Justice System. Ensure alignment of plans and budgets. Manage the finances of the Centre in line with the Public Finance Management Act. Analyse policies and develop programmes at the Centre for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children admitted at the Centre. Provide a social work service of the highest, most advanced and specialised nature within defined area(s) of specialization with regard to the care, support, protection and development of victims including LGBTIQA+ community through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form.

**ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110

**POST 12/89** : **SOCIAL WORK SUPERVISOR GR1 (2)**

**SALARY** : R389 991 per annum  
**CENTRE** : Joe Gqabi: Maletswai OSC: Ref No: DSD 03/03/2022  
Chris Hani: Ezibeleni OSC: Ref No: DSD 04/03/2022  
**REQUIREMENTS** : National Senior Certificate, plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation

		and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).
<b><u>DUTIES</u></b>	:	Be responsible for Victim Empowerment Programme and provision of support services to victims of crime and violence. Assist the Social Worker in the implementation of support services by gathering information for report writing, provision of psychosocial support, referral system, coordination of integrated services and prevention programmes. Provide guidance and supervision to the implementing Social Worker.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110
<b><u>POST 12/90</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DSD 04/04/2022</u></b> (Re-Advertisement)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum KWT National Senior Certificate, plus an appropriate NQF level 7 (Degree or B-Tech) qualification as recognized by SAQA in Human Resource Management/ Public Administration/ Public Management/Industrial Psychology. At least 3 years' experience at the Employee Health and Wellness environment at level 7/8. A Valid driver's license. Competencies: Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework. Must be familiar with the monitoring and Evaluation of Employee Health and Wellness Programmes, Data Analysis and Reporting as well as Computer Literacy skills. Communication skills, organisation ability, motivation skills, ability to meet deadlines, self-driven, strong inter-personal relations skills and decision-making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills and negotiation skills as well as observing confidentiality in line with related prescripts.
<b><u>DUTIES</u></b>	:	Ensure coordination, monitoring and evaluation of the EHWP in the Department. Interpret and implement policies regarding management of HIV and AIDS and TB management, Employee Wellness management Programmes Health and Productivity management as well as SHERQ programmes. Assist in the development, review and distribution of Health and Wellness policies, to districts and Head Office. Promote prevention through Peer Education programme. Conduct awareness campaigns on HIV and AIDS and related illnesses. Facilitate health screening programmes for employees. Attend to referred problems affecting employees and their families and refer where necessary. Establish networks or partnerships for the implementation of Health and Wellness Programmes. Liaise with OTP and other government departments e.g. DPSA. And the Department of Labour for IOD cases and inspections. Assist in the preparation of presentations and reports and timeous submission of all compliance document. Conduct advocacy for Employee Health and Wellness Programme. Provide support to employees and managers on improving performance of employees affected and infected with HIV & AIDS and other illnesses of lifestyle. Facilitate workshops for managers to capacitate them on employee management related matters and referrals. Facilitate establishment and implementation of wellness Committees in the Districts and Head Office. Conduct awareness campaigns on prevention. Encourage employees to access care and support through joining medical aid schemes. Facilitate training and development.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110
<b><u>POST 12/91</u></b>	:	<b><u>SOCIAL WORKERS GR1 (2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261456 per annum Joe Gqabi: Maletswai OSC Ref No: DSD 05/04/2022 Chris Hani: Ezibeleni OSC Ref No: DSD 06/03/2022 National Senior Certificate, plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Skills to challenge structural sources of poverty, inequality, oppression,

discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Understanding of relevant legislations and strategies including the National Strategic Plan on Gender Based Violence and Femicide. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

**DUTIES** : Render a social work service regarding the care, support, healing, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required. Provide Psychosocial support services to victims of crime and violence. Compile court reports (Readiness to testify, Victim Impact Assessment, etc.). Family reunification and after care services. Conduct advocacy campaigns on Gender Based Violence in line with 365 Days of Activism on Gender Based Violence as part of prevention. Respond, address and conclude all Gender Based Violence Command Centre (GBVCC) Referrals directed to your attention. Skills development programme for survivors and those at risk. Perform Social Work Administration and report writing. Mainstreaming of VEP and Departmental mandatory meetings. Online reporting of reported victims of crime and violence and capturing on VEP System.

**ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110

**POST 12/92** : **ADMIN OFFICER (2 POSTS)**

**SALARY CENTRE** : R261 372.per annum (level 7)  
: Joe Gqabi: Maletswai OSC Ref No: DSD 07/04/2022  
: Chris Hani: Ezibeleni OSC Ref No: DSD 08/03/2022

**REQUIREMENTS** : National Senior Certificate, plus a Degree/ National Diploma in Public Management/ Financial Management/ Human Resource Management plus a minimum of 3 years' experience in Human Resource Management, Supply Chain Management or Financial Management. A valid South African driver's license will be an added advantage. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Understanding of SCM, Human Resources Management, Financial Management policies, procedures and processes i.e. PFMA, applicable treasury regulations. Knowledge of SDMIS, Persal and BAS Systems, Computer Literacy (Word, Excel, PowerPoint and Access).

**DUTIES** : Supervise all Personnel in respect of HR, SCM and Finance for the Local Service Office. Compiling monthly and quarterly reports for the areas of supervision. Manage Performance of all officials within the section. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Supervising the ordering of stationery and office supplies. Budget for compensation of employees. Ensure that all employees in the Local Service Office comply with PMDS Policy. Implement Leave Management Policies. Conduct records and document management. Provide logistics support functions. Attending to all admin related enquiries for the Local Service Office.

**ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110

**POST 12/93** : **ADMIN CLERK (2 POSTS)**

**SALARY CENTRE** : R176 310 per annum (level 5)  
: Joe Gqabi: Maletswai OSC Ref No: DSD 09/04/2022  
: Chris Hani: Ezibeleni OSC Ref No: DSD 10/03/2022

**REQUIREMENTS** : National Senior Certificate/ equivalent qualification with no experience. Basic knowledge of administrative process. Good communication (verbal and

written) and report writing skills. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability. Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence.

- DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District. Capture and Maintain data base on Victim Empowerment Programme.
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110
- POST 12/94** : **RECEPTIONIST (2 POSTS)**
- SALARY CENTRE** : R147 459 per annum (Level 4)  
Joe Gqabi: Maletswai OSC Ref No: DSD 11/04/2022  
Chris Hani: Ezibeleni OSC Ref No: DSD 12/03/2022
- REQUIREMENTS** : National Senior Certificate. NQF Level 4. A valid code 8 EB driving license will be an added advantage. Computer literacy. Appropriate experience in a Victim Empowerment residential facility will be an added advantage. Competencies: Communication and interpersonal skills. Procurement for the institution
- DUTIES** : Receive correspondence addressed to the institution. Attend to visitors to the institution. Act as switchboard operator. Retain filing, courier services and deliveries.
- ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110

**DEPARTMENT OF TRANSPORT  
GFMS- TRADING ENTITY**

*The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

- APPLICATIONS** : Applications Received After Closing Date Will Not Be Considered. Due To Covid- 19 Pandemic Hand Delivered and Posted Applications Will Not Be Accepted. To Obtain More Information on Requirements and Functions: Visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ectransport.gov.za](http://www.ectransport.gov.za) Applicants Should Apply Online Through E-Recruitment System, Using the Following Link: <https://erecruitment.ecotp.gov.za/>
- CLOSING DATE** : 19 April 2022
- NOTE** : Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed due to COVID 19. Applicants must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>, [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/>. To report technical glitches and/or for assistance regarding the system, send an email to: [Nolungalungisa.nelani@ecotp.gov.za](mailto:Nolungalungisa.nelani@ecotp.gov.za) (NB: For Technical Glitches Only). Important to note: The system is available 24/7 and closes at 23:59 on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) and not as specified above— your application will be regarded as lost and will not be considered. Instruction Note: Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) or <http://www.ecprov.gov.za> which usually must be signed as an unsigned Z83 form disqualifies an application, BUT, currently on the e-recruitment system, the Z83 is not downloadable and is unusable, therefore, applicants applied via the system will not be disqualified (until further notice). Z83 form should be accompanied by a recently updated comprehensive CV with at least two (2) contactable referees as well as copies of all qualification (s), (Matric certificate must also be attached) ID document and Driver's license (Where applicable). Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for

certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

#### **MANAGEMENT ECHELON**

- POST 12/95** : **DIRECTOR: INTERNAL AUDIT REF NO: DOT GFMS 01/04/2022**
- SALARY** : R1 073 187 per annual (Level 13)
- CENTRE** : East London
- REQUIREMENTS** : National Senior Certificate (NQF Level 4) with B Com Degree or B Tech (NQF Level 7) in Accounting/ Internal Audit with Ten (10 years) relevant working experience in IA of which Five (5) years must have been at a Middle Management Level (Deputy Director level) in internal audit. Certified Internal Audit (CIA) is required. Pre-Entry Certificate (certificate for entry into the SMS) is required. A valid code 08 driving license is required. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Problem Solving and Analysis, People Management and Empowerment and Communication.
- DUTIES** : KPAs: Manage, co-ordinate and provide internal audit services. Prepare and execute an Annual Internal Audit Plan. Provide assurance on established internal control procedures. Manage allocated resources of the unit in line with legislative and policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

#### **OTHER POSTS**

- POST 12/96** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AND COMMUNICATION REF NO: DOT GFMS: 02/04/2022**
- SALARY** : R744 255 per annual (Level 11)
- CENTRE** : East London
- REQUIREMENTS** : National Senior Certificate (NQF Level 4) with National Diploma (NQF Level 6) / Preferably B Degree (NQF level 7) in Computer Science or Information Technology. International recognised certificates such as ITIL, COBIT5 and Prince2 will be an added advantage. Five (5) years' relevant experience in Information Technology Management of which 3 (three) years must be relevant experience in Information Technology Management at an Assistant Director Level / Junior Management (Level 9) in, A valid code 08 driving license is required. Competencies: Knowledge of communication strategies, Public Relations, Research and Government systems. Good knowledge and understanding of the Corporate Governance of ICT and Information Communication and Technology system areas such as Infrastructure, ICT solutions, Information Management, ICT Planning and Alignment to business.
- DUTIES** : KPA's: Facilitate the systems analysis process to GFMS needs and to map functionality requirements. Manage and maintain ICT assets. Manage the ICT sub-unit and Manage area of responsibility.
- ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**POST 12/97** : **ASSISTANT DIRECTOR: FLEET RISK MANAGEMENT REF NO: DOT GFMS: 03/04/2022**

**SALARY** : R382 245 per annual (Level 9)  
**CENTRE** : East London  
**REQUIREMENTS** : National Senior Certificate (NQF Level 4) with National Diploma (NQF Level 6) or B Degree NQF Level 7) in Risk Management/ Public Management/ Public Administration/ Public Transport & Fleet Management/ Logistics/ Business Administration with at least three (3) years' relevant experience in Fleet Operations Management of which one (1) year experience should be in an accident/ fuel exceptions (fraud)/ tracker management at supervisory level or salary level 7/8. A valid Code 08 Driving license is required. Competencies: Creative thinking, Organisational communication effective, Team leadership, Self-management, Problem solving and Decision making, Planning and organising and Computer Literacy.

**DUTIES** : KPA's: Manage accident related claims (including 3<sup>rd</sup> party claims). Vehicle losses & related cost recovery processes. Manage ordering of fuel cards. Replacement of fuel cards and fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. Manage the vehicle tracking system installations. De-installation, Repairs, Driver identification tags. Invoice payment and relevant reports. Manage and provide training to clients. Liaise with service providers. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**POST 12/98** : **STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: DOT GFMS: 04/04/2022**

**SALARY** : R261 372 per annual (Level 7)  
**CENTRE** : East London  
**REQUIREMENTS** : National Senior Certificate (NQF Level 4) with National Diploma (NQF Level 6) majoring in Accounting, Two (2) years' relevant working experience in Finance, in an accrual environment. Knowledge of Pastel or similar accrual accounting systems is required. Applicants must attach academic transcripts. A valid Code 08 Driving license is required. Competencies: Creative thinking, Decision making, Problem solving, Team player, Technical proficiency and Practical knowledge of Pastel.

**DUTIES** : KPAs: Processing of supplier invoices. Preparation of supplier reconciliations. Updating of invoice tracking register. Preparation of payment submissions. Maintenance of commitments register and Maintenance of irregular fruitless and wasteful expenditure register.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**POST 12/99** : **ADMINISTRATION OFFICER: SHORT TERM RENTALS REF: DOT GFMS: 05/04/2022**  
(One Year Contract)

**SALARY** : R261 372 per annum (Level 7) plus 37% in lieu of benefits  
**CENTRE** : East London  
**REQUIREMENTS** : National Senior Certificate (NQF Level 4) with National Diploma (NQF Level 6) in Transport Economics/Transportation Management/ Logistics Management/ Business Management/ Economics with at least two (2) years' relevant working experience in Short-term rentals or Fleet Management. A valid Code 10 Driving license is required. Competencies: Decision Making, Communication, Problem Analysis, Self-management, Team Membership and Technical Proficiency.

**DUTIES** : KPA's: Maintaining the short-term rentals vehicles register. Facilitating the procurement and disposal of short-term rental vehicles. Issuing and receiving of short-term rental vehicles to client departments. Facilitating the licensing and servicing of vehicles. Accident management of vehicles. Preparation of documentation for billing of vehicles and fuel usage. Maintaining accurate records of transactions on the short-term rental desk and Compiling performance reports on short-term rental desk activities.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**POST 12/100** : **ADMINISTRATION CLERK: FLEET MAINTENANCE MANAGEMENT REF NO: DOT GFMS: 06/04/2022**

**SALARY** : R176 310 per annual (Level 5)  
**CENTRE** : East London  
**REQUIREMENTS** : National Senior Certificate (NQF Level 4), One year working experience in the fleet maintenance environment will be an added advantage. A valid Code 08 Driving license is required. Computer Literacy – Advanced Microsoft Excel/ Word and PowerPoint skills. Competencies: Creative Thinking, Creative and Innovative, Decision Making, Good Communication Skills, Telephone Etiquette, Good Self-Management, Detail Orientated and work well in a team environment.

**DUTIES** : KPA's: Provide clerical support services with fleet maintenance and repair authorizations. Receive and capture all authorisation requests from service provider. Provide clerical support services with the provisioning of fleet maintenance and repair services. Coordinate the signing of all authorisations and file – Daily. Reconcile the work done the previous day vs the actual signed off authorisations, Booking services and follow-ups on vehicles at merchants. Compile daily, weekly and monthly reports for fleet maintenance office. Categorise the work done and record vehicles that are down with the information from merchants and districts. Maintain an active fleet register. Administer and provide administrative support for Head Office and district staff. Split MM/FML authorised and record daily for cost recovery at the end of the month. Perform all administrative functions in the office and in support of district staff. Liaise on behalf of supervisors with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**POST 12/101** : **DRIVER/ MESSENGER: FLEET LOGISTICS MANAGEMENT REF NO: DOT GFMS: 07/04/2022**  
(One Year Contract)

**SALARY** : R261 372.per annual plus 37% in lieu of benefits (Level 3)  
**CENTRE** : East London  
**REQUIREMENTS** : ABET Level 4 or NQF level 1 to 3, Valid Code 08 Driving license with a valid PDP is required. Two (2) years' driving experience. One (1) year should be of administration experience. Competencies: Good verbal skills, Basic reading and written skills, Conflict resolution, Self-management, Interpersonal relations and Multi-tasking and time management skills with the ability of prioritising tasks.

**DUTIES** : KPAs: Providing driving services for the entire organization. Provide general administrative support services in the unit.

**ENQUIRIES** : Mrs P. Mbewu Tel No: 043 731 1249/ Mr K. Valashiya, 043-731 2319

**INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2022/2023  
(24 MONTHS)**

***The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Women and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to. This advertisement is issued to all unemployed graduates aged of 35 or less including persons with disabilities in the EC Province for consideration for the internship programme.***

**APPLICATIONS** : email to <https://erecruitment.ecotp.gov.za> or Candidates wishing to post their CV can do so for the attention of Ms. Linda Bovana: Senior Manager HRD, Department of Transport, Private Bag X0023, Bhisho, 5206, for attention of Mrs N. Kibita/ Mrs. Z. Dimbaza. Candidates who do not comply with the above will be disqualified. No faxed, no emailed and no hand delivered CVs will be accepted. Successful candidates will be expected to sign a 24 months internship contract. Should you not hear from the Department within two months of the closing date, please accept that you have not been selected.

**FOR ATTENTION** : Alfred Nzo: Mr M Mdlozini Tel No: 039 – 254 6413, Amathole: Mr A Mngqibisa Tel No: 043 – 704 6656, Sarah Baartman: Mr. K. Senekal Tel No: 041 – 508 2727, Chris Hani: Mr. D. Gunxe/Ms N Sinyanza Tel No: 045 – 807 3752, Joe Gqabi: Ms P Ramahlele Tel No: 051 – 633 2871, O.R. Tambo Ms F Nombida Tel No: 047- 501 8853, Head Office: KWT: Mrs. Z. Dimbaza/Mr. P. Bandeza/Mrs. N. Kibita Tel No: 043 – 604 7471 & 043-604 7512



**CLOSING DATE** : 19 April 2022  
**NOTE** : Candidates must be less than 35 years of age and be residents of the Eastern Cape Province, submit a fully completed Z83 (effective from 01 January 2021) form obtainable from all government departments/DPSA website an updated Curriculum Vitae (CV) a copy of RSA Identity Document, a copy of certificate(s) together with transcripts copies and current (less than 3 months) legitimate proof of residence. such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Directions to Candidates should submit to the following for the attention of HRD

#### **OTHER POSTS**

**POST 12/102** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME (13 POSTS)**  
Chief Directorate Human Resources and Corporate Services

**STIPEND CENTRE** : R6 083.70 per month  
2x In-house Ref No: DOT 01/04/2022 (1 Post)  
O.R Tambo Ref No: DOT 02/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 03/04/2022 (1 Post)  
Chris Hani Ref No: DO 04/04/2022 (1 Post)  
Joe Gqabi, Ref No: DOT 05/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 06/04/2022 (1 Post)  
Amathole Ref No: DOT 07/04/2022 (1 Post)

**REQUIREMENTS** : National Diploma/Degree in HRM/Management Training with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/103** : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME (15 POSTS)**  
Chief Directorate Supply Chain Management

**STIPEND CENTRE** : R6 083.70 per month  
Head Office: KWT Ref No: DOT 09/04/2022 (8 Posts)  
O.R Tambo Ref No: DOT 10/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 11/04/2022 (1 Post)  
Chris Hani Ref No: DO 12/04/2022 (1 Post)  
Joe Gqabi, Ref No: DOT 13/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 14/04/2022 (1 Post)  
Amathole Ref No: DOT 15/04/2022 (1 Post)  
In-house (Ref 16/04/2022) (1 Post)

**REQUIREMENTS** : National Diploma/Degree in SCM/ Logistics/Procurement and SCM/Public Admin and Management/ Diploma in Records and Archives Management with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/104** : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME (11 POSTS)**  
Chief Directorate: Financial Management

**STIPEND CENTRE** : R6 083.70 per month  
Head Office: KWT Ref No: DOT 17/04/2022 (3 Posts)  
O.R Tambo Ref No: DOT 8/04/2022  
Sarah Baartman Ref No: DOT 19/04/2022  
Chris Hani Ref No: DO 20/04/2022  
Joe Gqabi, Ref No: DOT 21/04/2022  
Alfred Nzo Ref No: DOT 22/04/2022  
Amathole Ref No: DOT 23/04/2022  
In house Ref No: DOT 24/04/2022 (2 Post)

**REQUIREMENTS** : National Diploma/Degree in Cost Management Accounting/Internal Auditing with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/105** : **DISTRICT MANAGEMENT INTERNSHIP (IT) PROGRAMME (6 POSTS)**  
Chief Directorate: District Management

**STIPEND CENTRE** : R6 083.70 per month  
O.R Tambo Ref No: DOT 25/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 26/04/2022 (1 Post)  
Amathole Ref No: DOT 27/04/2022 (1 Post)  
Chris Hani Ref No: DOT 28/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 29/04/2022 (1 Post)  
Joe Gqabi Ref No: DOT 30/04/2022 (1 Post)

**REQUIREMENTS** : B. Degree (Computer Science)/ N. Diploma (IT- Support Services) with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/106** : **ICT PROGRAMME REF DOT 31/04/2022 (6 POSTS)**  
Chief Directorate: Corporate Services

**STIPEND CENTRE REQUIREMENT** : R6 083.70 per month  
Head Office: KWT

**ENQUIRIES** : B. Degree (Computer Science)/ N. Diploma (IT-System Support and Development with no work experience  
Ms. A. Gili Tel No: 043 604 7512

**POST 12/107** : **ROAD SAFETY INTERNSHIP PROGRAMME (7 POSTS)**  
Chief Directorate: Transport Operations

**STIPEND CENTRE** : R6 083.70 per month  
O.R Tambo Ref No: DOT 32/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 33/04/2022 (1 Post)  
Amathole Ref No: 34/04/2022 (1 Post)  
Chris Hani Ref No: DOT 35/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 36/04/2022 (1 Post)  
Joe Gqabi Ref No: 37/04/2022 (1 Post)  
Head Office: KWT Ref No: DOT Ref 38/04/2022 (1 Post)

**REQUIREMENTS** : B. Degree/N. Diploma in Public Relations/Project Management/Public Admin/Developmental Studies/ Social Science with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/108** : **PUBLIC TRANSPORT INTERNSHIP PROGRAMME (14 POSTS)**  
Chief Directorate: Transport Operations

**STIPEND CENTRE** : R6 083.70 per month  
O.R Tambo Ref No: DOT 39/04/2022 (2 Posts)  
Sarah Baartman Ref No: DOT 40/04/2022 (2 Posts)  
Amathole Ref No: 41/04/2022 (2 Posts)  
Chris Hani Ref No: DOT 42/04/2022 (2 Posts)  
Alfred Nzo Ref No: DOT 43/04/2022 (2 Posts)  
Joe Gqabi Ref No: 44/04/2022 (2 Posts)  
Head Office: KWT Ref No: DOT Ref 45/04/2022 (2 Posts)

**REQUIREMENTS** : B. Degree/N. Diploma in Transport Economics/Transport Management with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/109** : **SCHOLAR TRANSPORT INTERNSHIP PROGRAMME (16 POSTS)**  
Chief Directorate: Transport Operations

**STIPEND CENTRE** : R6 083.70 per month  
O.R Tambo Ref No: DOT 46/04/2022 (2 Posts)  
Sarah Baartman Ref No: DOT 47/04/2022 (2 Posts)  
Amathole Ref No: 48/04/2022 (2 Posts)  
Chris Hani Ref No: DOT 49/04/2022 (2 Posts)  
Alfred Nzo Ref No: DOT 50/04/2022 (2 Posts)  
Joe Gqabi Ref No: 51/04/2022 (2 Posts)  
Head Office: KWT Ref No: DOT Ref 52/04/2022 (4 Posts)

**REQUIREMENTS** : B. Degree/N. Diploma in Public Admin/Public Management with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/110** : **HOD's OFFICE INTERNSHIP PROGRAMME REF NO: DOT 53/04/2022 (1 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N.Diploma in Public Admin/Public Management/Office Admin with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/111** : **DDG's OFFICE INTERNSHIP PROGRAMME REF NO: DOT 54/04/2022 (1 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in Public Admin/Public Management/Office Admin with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/112** : **CFO's OFFICE INTERNSHIP PROGRAMME REF NO: DOT 55/04/2022 (1 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in Financial Accounting/Management, Cost and Management Accounting with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/113** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME REF NO: DOT 56/04/2022 (5 POSTS)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in HRM/ Social Science and Public Admin and Administration/Psychology with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/114** : **HUMAN RESOURCE DEVELOPMENT INTERNSHIP PROGRAMME REF NO: DOT 57/04/2022 (5 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in HRM/Management of Training/Social Science/Public Admin and Administration with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/115** : **INTERNAL AUDIT INTERNSHIP PROGRAMME REF NO: DOT 58/04/2022(2 POSTS)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT  
**REQUIREMENT** : B. Degree/N. Diploma in Internal Auditing with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/116** : **LEGAL SERVICES INTERNSHIP PROGRAMME REF NO:DOT 59/04/2022(2 POSTS)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month  
**CENTRE** : Head Office: KWT

**REQUIREMENT** : LLB/Degree or National Diploma in Office Management and Technology with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/117** : **ORGANIZATION DEVELOPMENT INTERNSHIP PROGRAMME REF NO: DOT 60/04/2022 (2 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Organizational Development/Industrial Psychology/HRM with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/118** : **SPECIAL PROGRAMMES UNIT INTERNSHIP PROGRAMME REF NO: DOT 61/04/2022 (2 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Social Science.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/119** : **COMMUNICATION INTERNSHIP PROGRAMME REF NO: DOT 62/04/2022(1 POST)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Graphic Design/Journalism/Communication with no work experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/120** : **DEPARTMENTAL STRATEGY INTERNSHIP PROGRAMME REF NO: DOT 63/04/2022 (2 POSTS)**  
Chief Directorate: Administration

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Transport Economics/Management/Public Admin with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/121** : **LICENCE AND ADMINISTRATION-ENATIS INTERNSHIP PROGRAMME REF NO: DOT 64/04/2022**  
Chief Directorate: Transport Regulations

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Transport Economics/Management/Public Admin with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/122** : **LAW ENFORCEMENT INTERNSHIP PROGRAMME REF NO: DOT 64/04/2022**  
Chief Directorate: Transport Regulations

**STIPEND** : R6 083.70 per month

**CENTRE** : Head Office: KWT

**REQUIREMENT** : B. Degree/N. Diploma in Public Admin/Public Management/ Office Admin with no work experience.

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512

**POST 12/123** : **EPWP INTERNSHIP PROGRAMME (8 POSTS)**  
Chief Directorate: Community Based Programme

**STIPEND** : R6 083.70 per month

**CENTRE** : O.R Tambo Ref No: DOT 65/04/2022 (1 Post)  
Sarah Baartman Ref No: DOT 66/04/2022 (1 Post)  
Amathole Ref No: 67/04/2022 (1 Post)  
Chris Hani Ref No: DOT 68/04/2022 (1 Post)  
Alfred Nzo Ref No: DOT 69/04/2022 (1 Post)  
Joe Gqabi Ref No: DOT 70/04/2022 (1 Post)  
Head Office: KWT Ref No: DOT Ref 71/04/2022 (2 Posts)

**REQUIREMENTS** : B. Degree/N. Diploma in Public Admin/Public Management with no work  
experience

**ENQUIRIES** : Ms. A. Gili Tel No: 043 604 7512